ADD/MANAGE MEMBERS

Wuala recommends that the administrator for your Business storage follows all instructions to create and manage your Company on Wuala.

Each Wuala Business Group can have up to five members, including the administrator. Each member has a defined Role with specific rights (see Roles for member definitions).

ADD MEMBERS TO THE BUSINESS GROUP (RECOMMENDED)

As the creator of the Wuala Business storage, the first user is the administrator. This leaves four available places within each Business Group. Invitations to join the company may be sent to existing Wuala users or to users that have yet to join.

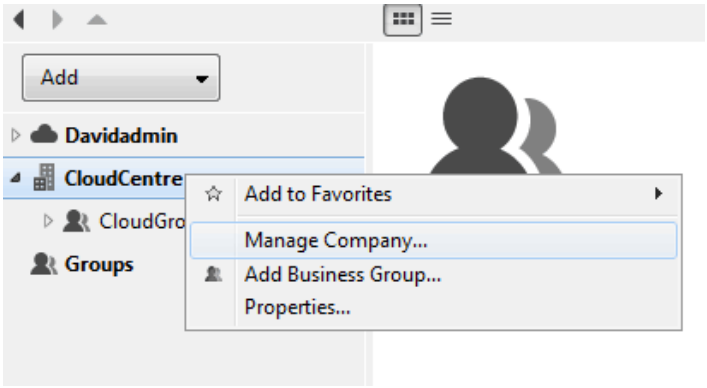
There are three options for inviting new members:

- Members Tab (Recommended) - Invite your colleagues to join the Wuala Company storage. This option is intuitive and very helpful when inviting users who do not have a Wuala personal account.
- Invite Members - Invite users who already have Wuala personal storage. (Alternative to the steps provided in Members Tab.)
- Access (Advanced Wuala users) - Send a weblink with the option to join the Business Group. The user must have a personal Wuala account.

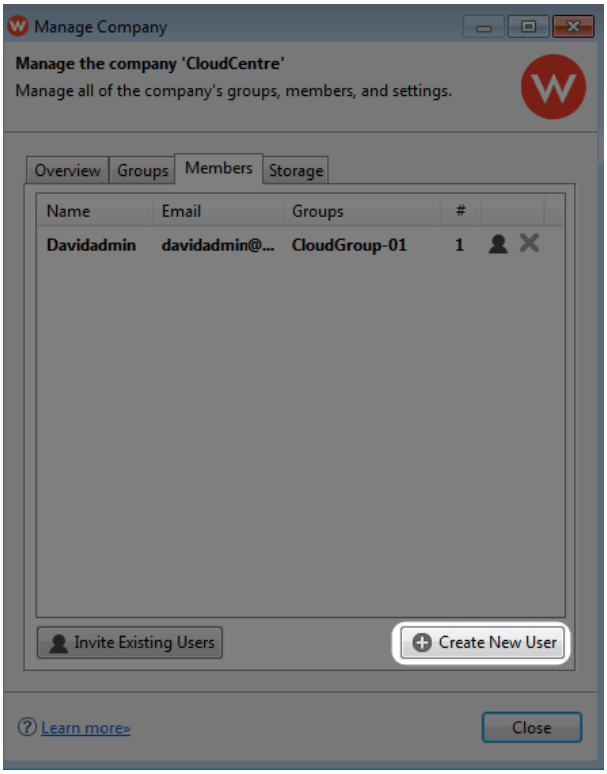
Members Tab - Create a new Wuala Account

Follow the steps below if a user does not have Wuala personal storage:

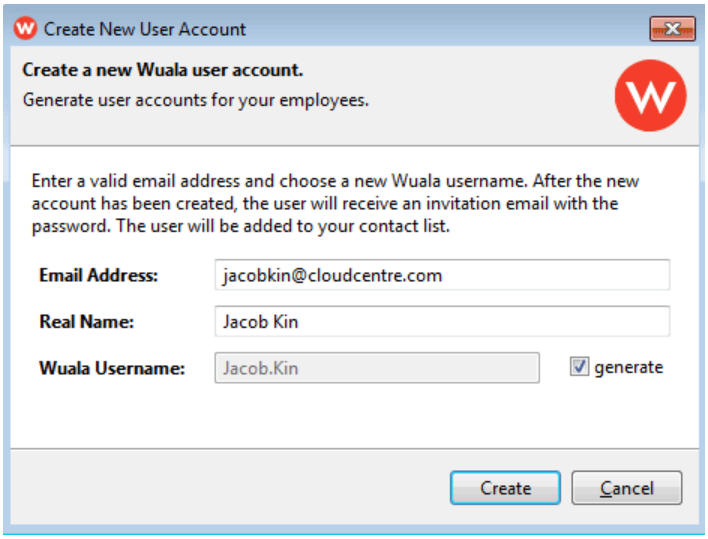
1. Launch Wuala and right click on your Company name to select **Manage Company**.



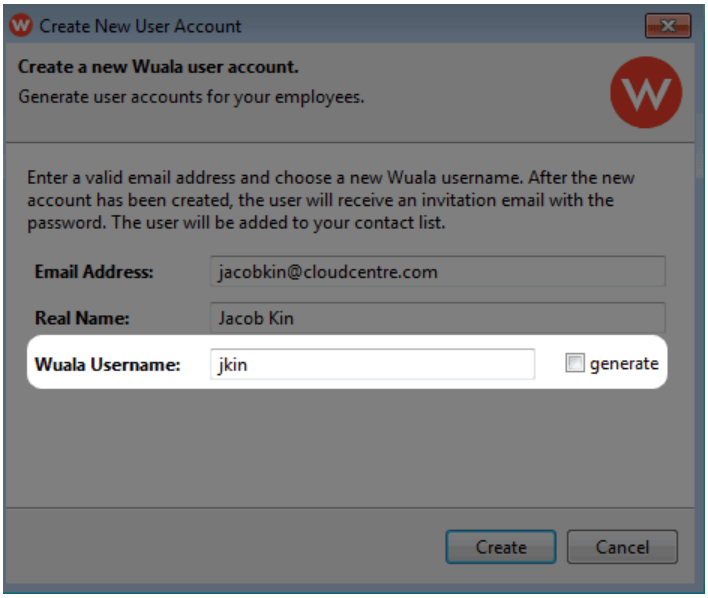
2. Choose the **Members** tab.
3. Click on **Create New User**.



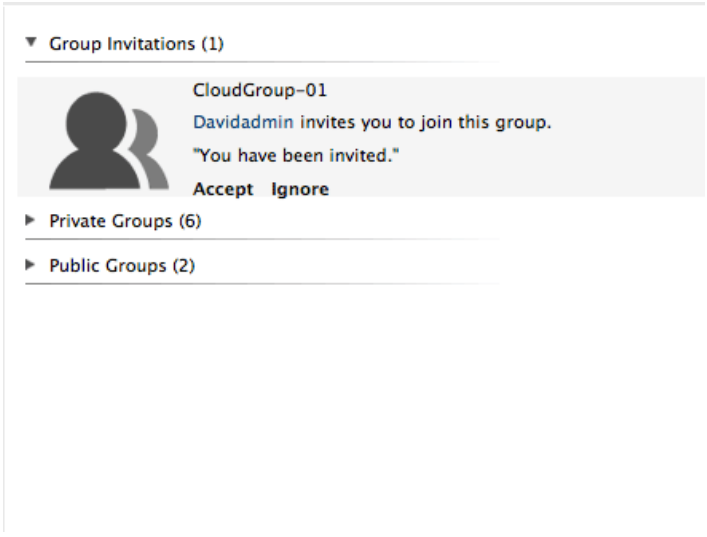
4. Fill out the required fields.



5. A Wuala user name will be created automatically if the box next to **generate** remains checked. You can deselect **generate** to manually create a user name. Click **Create**.



6. The user will receive a confirmation email that includes instructions on account activation. Once the account has been activated by the user, a link to join the Business Group will be available in **Groups > Group Invitations**.

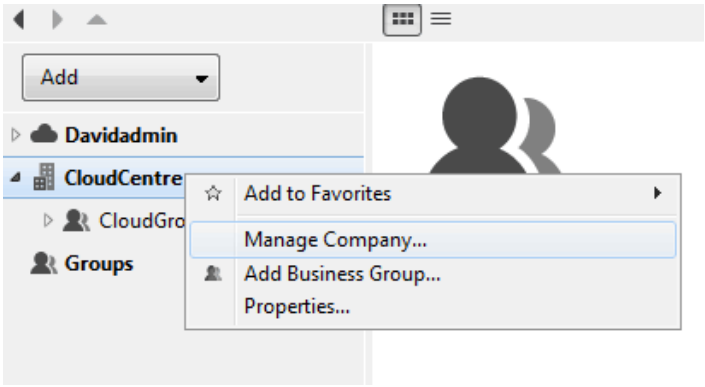


7. The user will have access to the Company's Business Group(s) once he clicks **Accept** (see Accepting a Wuala Invitation: User).

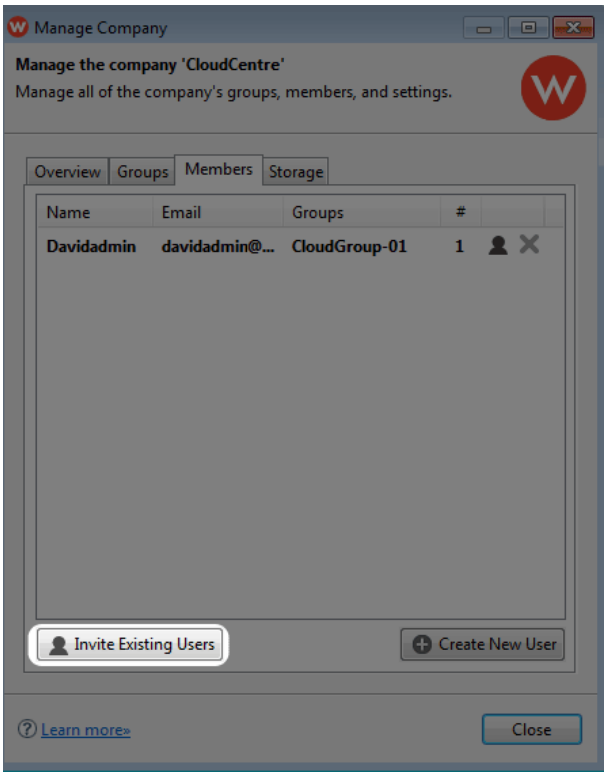
Members Tab - Invite an existing Wuala user

Important info: To join a Company Business Group, users must have a personal Wuala account. Therefore, it is recommended that coworkers provide the Wuala Company storage administrator with their Wuala contact name so that he can add them to his Contact list.

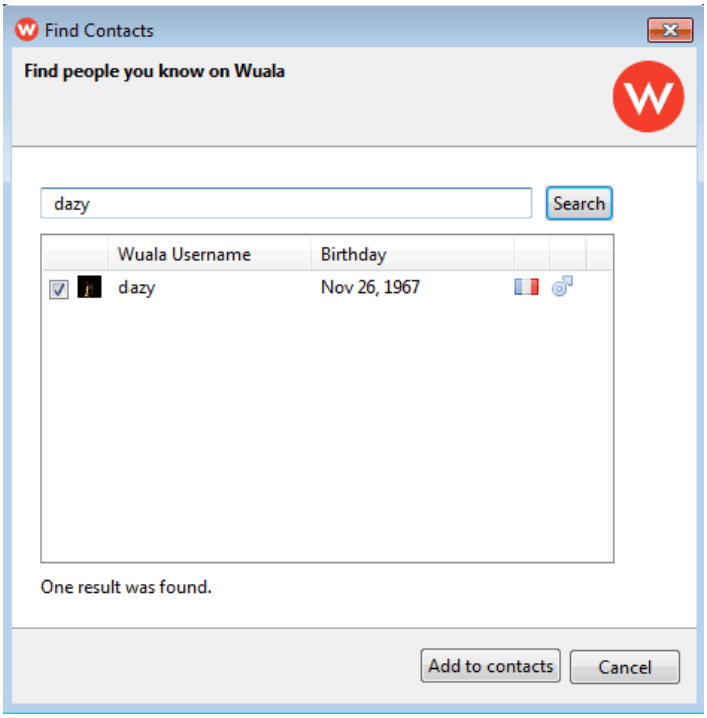
1. Launch Wuala and right click on your Company name to select **Manage Company**.



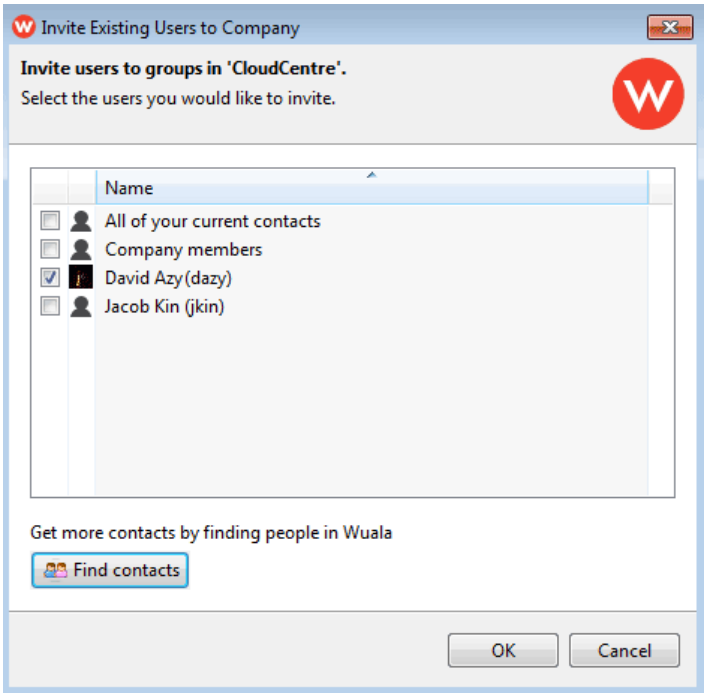
2. Choose the **Members** tab.
3. Click on **Invite Existing Users**.



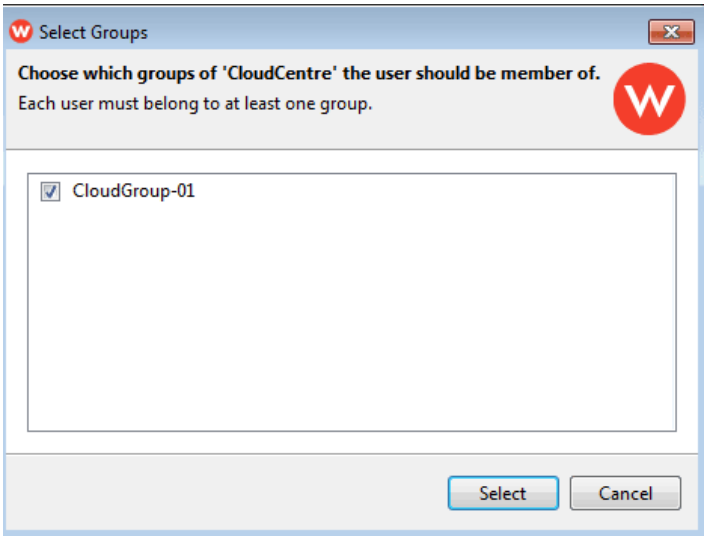
4. Click on **Find Contacts**.
5. Enter the Wuala user name then click **Add to contacts**. Consult with the user if you do not know his Wuala name.



6. Review the prompt regarding your contact(s) then select **Close**.
7. Make certain that the check box next to the new user is selected before clicking **OK**.



8. Select the Company Business Group(s) you wish the user to access then click **OK**.

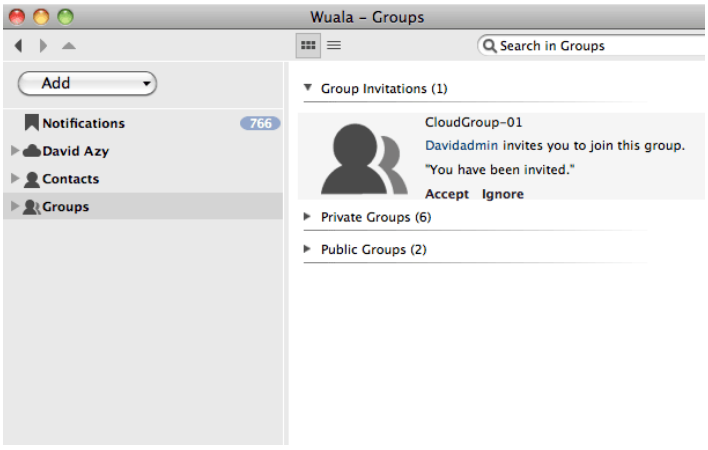


9. The user is now listed as a member of your Company.
10. To complete the process, the user should accept membership the next time he logs on to his personal Wuala account (see Accepting a Wuala Invitation: User).

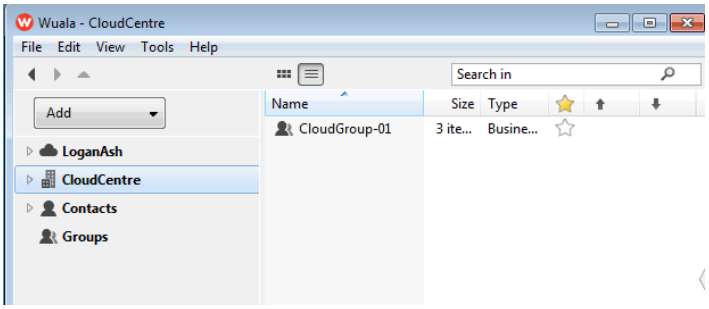
Accepting a Wuala Invitation: User

Important info: Users do not have to worry about the privacy of their own data when joining Company storage. All data stored on personal storage is separate from the data kept in the Business Group.

1. Once an invitation has been sent by the Wuala Company storage administrator, the user should log in to his account.
2. In most instances, the user will see the invitation upon login. If it does not appear within the welcome window, click on **Groups**.



3. Click **Accept** to join the Company storage. The Company name will appear in the left column.

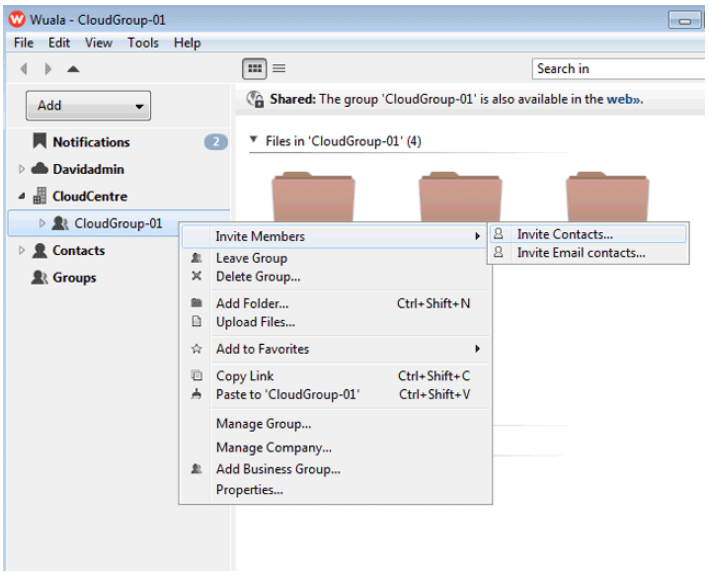

Wuala - CloudCentre
File Edit View Tools Help
Search in
Add
Name
Size
Type
CloudGroup-01
3 ite...
Busine...
LoganAsh
CloudCentre
Contacts
Groups

Invite Members: Wuala Contact

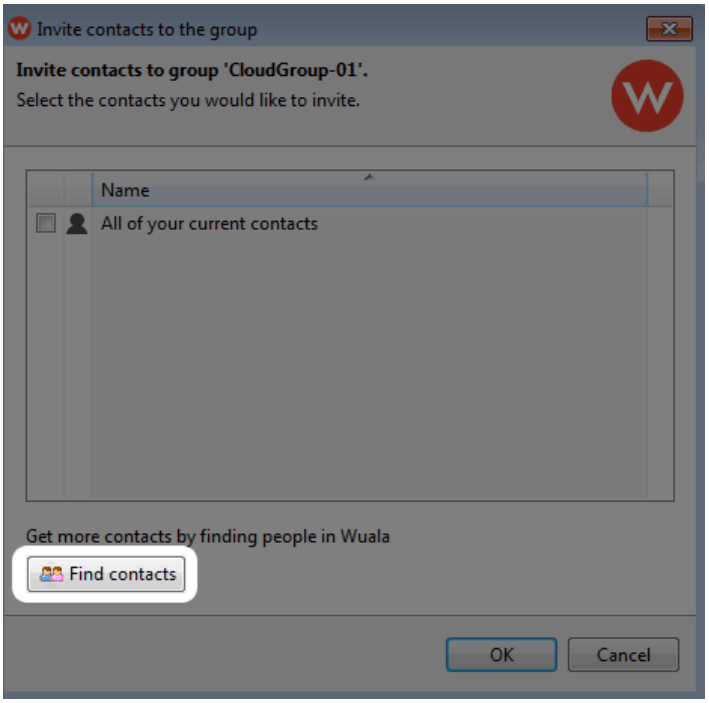
This is an alternative to the steps described in [Members Tab - Invite an existing Wuala user](#).

Important info: To join a Company Business Group, users must have a personal Wuala account. Therefore, it is recommended that coworkers provide the Wuala Company storage administrator with their Wuala contact name so that he can add them to his Contact list.

1. Right click on the Business Group to select **Invite Members > Invite Contacts...**

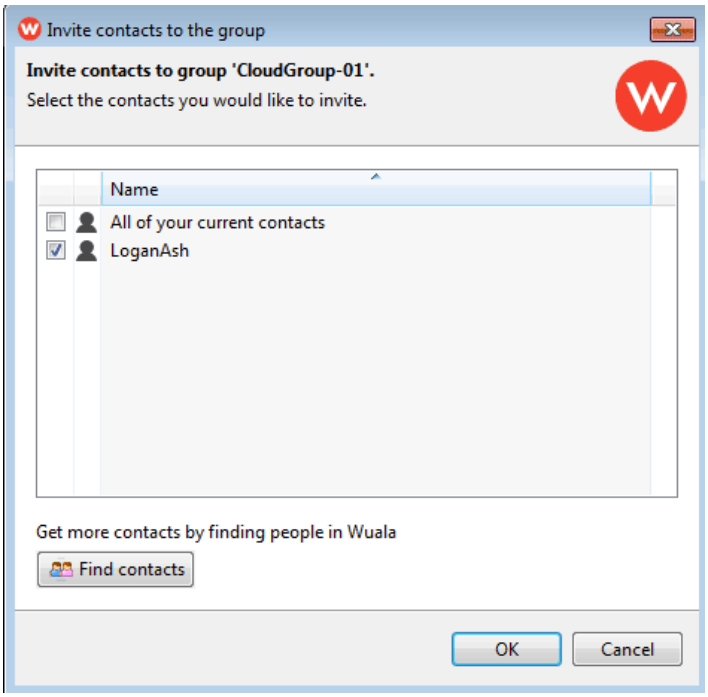


2. To search for one or more contacts to add to the Business Group, click on **Find contacts**.



3. Enter the user or Wuala name in the search field then click **Search**.
4. Once the user is found, check the box next to the name and click **Add to contacts**. A pop-up window will let you know that the user has been added.

5. From your list of contacts, you may choose specific users by checking the boxes next to their names or invite all your contacts to the Business Group by selecting **All of your current contacts**.

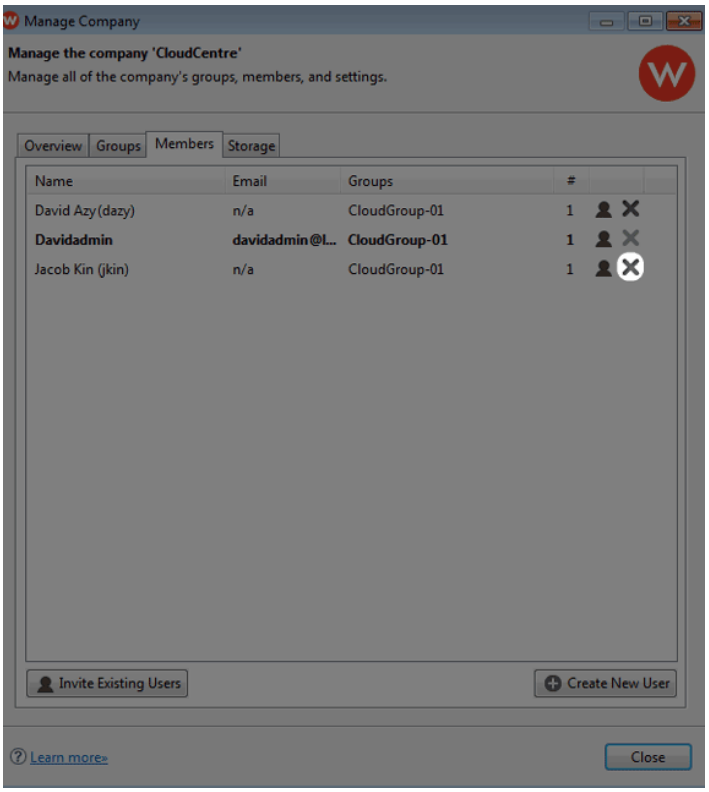
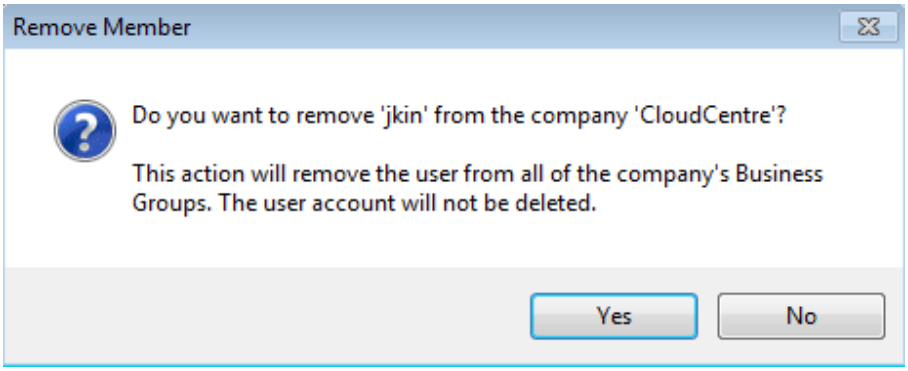


6. To complete the process, the user should accept membership the next time he logs on to his personal Wuala account (see Accepting a Wuala Invitation: User).

REMOVE A USER

You may remove a member from the Company. Please note that the user's Wuala account will not be deleted.

1. Right click on your Company name to select **Manage Company...** then click on the **Members** tab.
2. Click on the **X** in the same row as the user you wish to delete.



3. A prompt will ask you to confirm the action. Click **Yes** to remove the user from the Company.